



Natural Resources Conservation Service
Wallace F. Bennett Federal Building
125 South State Street, Room 4402
Salt Lake City, UT 84138-1100

October 14, 2008

UTAH BULLETIN NO. UT360-09-02

SUBJECT: Performance Bonus Awards

Purpose: To provide guidance on submitting Performance Bonus Awards for FY 2008

Expiration Date: December 31, 2008

ACTION DUE BY: NOVEMBER 14, 2008

Nominations for Performance Bonus Awards must be submitted to Jonathan Tufuga, Human Resources Specialist, no later than Friday, November 14, 2008. All recommendations must be submitted on Form AD-287-2, Recommendation and Approval of Awards (copy attached), with the current Performance Appraisal, and written justification.

All Performance Bonus Awards will be reviewed by the Employee Recognition Committee on November 17, 2008, to assure that submissions are consistent across the state and meet policy guidelines. The committee will recommend approval/disapproval of all recommendations to the State Conservationist. Performance Bonus Awards that are approved will be processed by the Human Resources Staff and notification to the appropriate ASTC-FO/Prime Staff member will be made. All nominations that are disapproved will be returned to the appropriate ASTC-FO/Prime Staff with reason for disapproval.

Performance Bonus Awards are lump sum cash payments for recognition of accomplishments that exceed expectations as documented in the employee's annual performance plan.

Employees who have one or more elements rated at "marginal" or lower are not eligible for any performance bonus awards.

Employees who have all elements rated at "fully successful" or higher may be eligible for a bonus payment, but are not automatically entitled to a bonus payout. Rating Officials are responsible for requesting bonus awards for staff. The following ranges may be used as a guide when deciding potential bonus awards.

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- Performance Awards for Employees Rated Outstanding will range from a minimum of 3 percent of the employee's current pay up to a maximum of 10 percent.
- Performance Awards for Employees Rated Superior will range from a minimum of 1.1 percent of the employee's current pay up to a maximum of 2.9 percent of pay.
- Performance Awards for Employees Rated Successful will range from no bonus amount up to a maximum of 1 percent of pay.

When determining the amount of a bonus award, consider the employees rating for each element; consistency of awards given to other employees with similar ratings, and the scope and complexity of the position. Employees who have exceeded the standards for all elements (critical and non-critical) should receive a larger bonus than employees who have exceeded the standards for several of their elements. Another factor to consider is the inherent difficulty of the position. For example, GS-12 or 13 positions are inherently more difficult and complex than a GS-6 or 7 position; and if the employees are rated the same, then the higher graded position should receive a larger bonus award.

Quality Step Increase (QSI) Awards may be granted when an employee's final rating is "outstanding." Rating Officials should consider whether a QSI is appropriate or advantageous to the employee. A QSI may not be appropriate or advantageous to an employee if the employee is about to receive a promotion or vacate his or her position. Employees may receive only one QSI during a 52-week period, and not in conjunction with a Performance Bonus Award.

Reference: General Manual 360 Part 414

Contact: Sharon Jensen, Human Resources Officer, (801) 524-4576
Jonathan Tufuga, Human Resources Specialist, (801) 524-4575

/s/ Todd C. Nielson

TODD C. NIELSON
State Administrative Officer

Attachment

Distribution: E